



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

ORDER

1110.77W

Effective Date:

Charter for RTCA, Inc.

04/01/17

SUBJ: RTCA, Inc. (Utilized as an advisory committee)

- 1. Committee's Official Designation.** RTCA, Inc. (Utilized as an advisory committee).
 - 2. Authority.** This order renews the charter for using the RTCA, Inc. (referred to as RTCA throughout) as an advisory committee in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C. App. 2. The RTCA benefits the public interest and supports the Federal Aviation Administration (FAA) in performing its duties and responsibilities under Subtitle VII, 49 U.S.C. § 40101.
 - 3. Objective and Scope of Activities.** The objective of the RTCA advisory committee is to seek resolution of issues and challenges involving air transportation concepts, requirements, operational capabilities, and the associated use of technology and related considerations to aeronautical operations that affect the future Air Traffic Management System. The FAA may decide to form additional subcommittees, as it deems necessary during the term of this charter. RTCA will function under section 3(2)(C) of the FACA.
 - a.** To achieve this, specific objectives include the following:
 - (1) Combine aviation system user and provider requirements in a manner that helps Government and industry meet their common objectives and responsibilities.
 - (2) Analyze and recommend solutions to the challenges the aviation community faces as it continues to increase safety, security, system capacity, and efficiency.
 - (3) Develop consensus on relevant solutions to meet user and provider requirements, including the development of minimum operational performance standards, including minimum operations performance standards for electronic systems and equipment that support aviation.
 - (4) Aid in developing the appropriate material on which to base U.S. positions for the International Civil Aviation Organization (ICAO) and other international organizations, when requested.
 - (5) Provide a venue where the FAA can solicit a single, consensus-based set of recommendations on issues that (1) are critical to the successful implementation of NextGen and Air Traffic Management System modernization and (2) require a commitment of resources and/or synchronized planning between Government and industry to achieve the intended outcome.
-

b. RTCA provides the following two categories of recommendations:

(1) Broad-gauged policy and investment priority recommendations used by the FAA when considering policy and program decisions.

(2) Minimum performance standards, reports, and guidance documents used by the FAA in regulatory decisions and rulemaking. Government regulatory and procurement practices reference or use the RTCA standards (with or without change). The RTCA recommendations are used in the private sector as the basis for development, investment, and other business decisions.

c. The advisory committee will not aid in the coordination or review of safety and certification issues that are inherently governmental.

d. RTCA also provides the following categories of recommendations:

(1) A Rolling Plan for NextGen Priorities through Fiscal Year 2019.

(2) A traffic flow management strategy to maintain capacity during Performance Based Navigation (PBN) operations consistent with the FAA's implementation of the PBN Navigation Strategy.

(3) FAA operational increments for NextGen planning consistent with the FAA's NextGen Vision.

4. Description of Duties. RTCA and its subcommittees are solely advisory and will perform the following duties under the RTCA operating structure and methodology described below:

a. The FAA Air Traffic Organization Chief Operating Officer, the Assistant Administrator for NextGen, the Associate Administrator for Aviation Safety, and the Assistant Administrator of Policy, International Affairs and Environment, make up the FAA's representation to the RTCA. They provide FAA oversight to RTCA.

b. The FAA will keep participation in all levels of the RTCA and its subcommittees to a minimum, serving in an *ex officio* capacity as nonvoting members. The Designated Federal Officer (DFO) for the RTCA will determine appropriate FAA participation to ensure further understanding of the subject matter. The FAA official will not serve as chair or co-chair of any committee. Exceptions for Special Subcommittees will require approval of the FAA members.

c. The RTCA President and the FAA members review subcommittee membership yearly to ensure a balanced and equitable representation of the points of view and roles performed by the subcommittees and to the extent feasible of the aviation community. Recommended membership changes to the subcommittees will be presented to the RTCA President and respective DFO for review and approval.

5. Agency or Official to Whom the Committee Reports. The RTCA Advisory Committee must report to the Secretary of Transportation through the FAA Administrator.

6. Support. The FAA will provide support to the RTCA advisory committee and subcommittees.

7. Estimated Annual Operating Costs and Staff Years: FAA annual funding commitment to support RTCA operating costs for the period covered by the charter will not exceed \$750,000.

8. Designated Federal Officer. The FAA Administrator, on behalf of the Secretary, designates full-time government employees as DFO and alternate for the RTCA advisory committee and subcommittees.

a. The DFO or alternate must be present at all of the subcommittee meetings.

b. In accordance with the FACA, the DFO or alternate must be assigned to the RTCA and its subcommittees to perform the following duties:

(1) Call, attend, and adjourn subcommittee meetings;

(2) Approve agendas, maintain required records on costs and membership;

(3) Ensure efficient operations;

(4) Maintain records for availability to the public, provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress; and

(5) Adjourn any meeting, in coordination with the chairperson, when so doing would be in the public interest.

(6) Chair meetings when directed to do so by the Secretary of Transportation.

9. Estimated Number and Frequency of Meetings. RTCA will oversee all meetings. The PMC will meet quarterly, as required, to carry out its responsibilities. The NextGen Subcommittee (NAC) and Tactical Operations Subcommittee (TOC) will meet three times a year to ensure continuity and good preparation for public decision-making meetings. Special Subcommittees meet as their workload requires. The subcommittee meetings will comply with FACA as follows:

a. The subcommittee meetings must be open to the public and a notice must appear in the *Federal Register* at least 15 days before each meeting, except in emergencies. The notice must include the name of the subcommittee, the time, place, purpose of the meeting (including a summary of the agenda), and a statement that the meeting will be open to the public. If the meeting is closed, state the reasons why, citing the specific exemptions of the Government in the Sunshine Act, 5 U.S.C. 552b(c), as the basis for closure. The FAA may use other forms of notice, such as press releases.

b. Anyone interested can attend meetings and appear before the committee subject to reasonable limits of space and time. Additionally, anyone interested may file written statements with the RTCA.

(1) Meetings may be closed to the public only as authorized by section 10(d) of the FACA and applicable regulations.

(2) RTCA and its subcommittees will follow the regular advisory committee process in making recommendations to the FAA.

(3) The FAA has determined that continued use of RTCA as an advisory committee is in the public interest for responsibilities imposed on FAA by law.

10. Duration: Continuing.

11. Termination: This charter shall terminate 6 months after its effective unless renewed in accordance with FACA and other applicable regulations.

a. However, FAA may terminate the charter incorporated in this Order if the following conditions occur:

(1) RTCA disbands; the use of RTCA subcommittees by FAA ceases;

(2) RTCA operations as covered by the FACA do not comply with FACA or implementing regulations, and RTCA cannot, or will not, achieve compliance;

(3) RTCA refuses membership to a qualified applicant; or

(4) FAA determines that, as to important aspects of its operations, the role of RTCA as an advisory committee cannot be upheld.

The FAA will give as much advance notice as possible of such action to the RTCA and all participants. Such action by the FAA would not prevent another Government Agency from chartering RTCA under the FACA.

12. Membership and Designation: The RTCA coordinates membership, expertise, and groups represented to achieve a balance in the RTCA and its subcommittees. The membership varies to address the complexity of the subcommittee topic. Membership includes FAA regular or special government employees.

a. The PMC has approximately 19 members. Selection of PMC members is managed to ensure an appropriate balance of Government and industry perspectives and coverage for all disciplines addressed by Special Subcommittees. The criterion for selecting a PMC member includes the ability to provide the requisite executive management and support of Special Subcommittee activities.

b. Special Subcommittees along with policy subcommittees, such as the NAC and TOC, are a principal means for RTCA to carry out its mission for the FAA. The PMC invites the RTCA member organizations to recruit and name qualified persons to serve on Special Subcommittees. The Special Subcommittee urges any organization materially affected by work of Special Subcommittees to participate to create a balanced membership. In addition, the chair of any Special Subcommittee may invite non-members of the RTCA having expertise in the

subject matter to participate. The duration of the Special Subcommittee depends upon the assigned tasks. The RTCA will publish notices in the *Federal Register* when meetings are open to the public.

c. The RTCA NAC has approximately 28 members. Subcommittee membership includes representatives from the following stakeholders: Air Traffic Management Automation Providers, Aircraft Manufacturers, Airports, Avionics Manufacturers, Department of Defense (DoD), Environmental Interest, Finance, Labor, General Aviation, Air Carriers, Business Aviation, and the Transportation Security Administration. The FAA (NextGen Office, Air Traffic Operations, Aviation Safety, Airports, and Policy, International Affairs and Environment), MITRE, and RTCA are nonvoting members of the subcommittee.

d. The RTCA TOC has approximately 17 members. Subcommittee membership includes representatives from the following stakeholders: Airline Pilots, Airports, Business Aviation, Commercial Air Carriers, Controllers (NATCA), Dispatchers, DoD, General Aviation, and Regional Air Carriers. The FAA, MITRE, and RTCA are nonvoting members of the subcommittee.

e. The RTCA Drone Subcommittee (DAC) has 35 members. Subcommittee membership includes representatives from the following stakeholder communities: UAS Manufacturers (all sizes), UAS Operators (all sizes), Drone Hardware Component Manufacturers, Drone Software Application Manufacturers, Traditional Manned Aviation Operators, Airports and Airport Communities, Labor (controllers, pilots), Research and Development, Academia, Local Government, and Navigation, Communication and Surveillance and Air Traffic Management Capabilities Providers. The FAA (UAS Integration Office, Air Traffic Organization, and other Federal Representatives) and RTCA are non-voting members of the subcommittee.

f. Representatives of non-Government RTCA member organizations serve on the subcommittees without Government compensation. The employing organization bears all costs related to its participation on such RTCA subcommittees. They must represent a particular interest of employment, education, experience, or affiliation with a specific aviation-related organization (reference Department of Transportation (DOT) Order 1120.3B, Committee Management Policy and Procedures, Ch. II, 10.a.).

g. To identify clearly and provide proper disclosure of their specific affiliation or professional interest, appointed members will complete an Advisory Committee Candidate Biographical Information Request, Form DOT F 1120.1, OMB No.04-R5722 (as described in the DOT Order 1120.3B, Committee Management Policy and Procedures, Ch. II, 11b(1)). Members must complete a new form DOT F 1120.1 when a change in affiliation occurs.

13. Subcommittees. The Department of Transportation has the authority to create other subcommittees. All RTCA subcommittees must report to the parent Federal advisory committee and must not provide advice or work products directly to the agency.

14. Recordkeeping. RTCA will publish the minutes and recommendations of each of its subcommittees. The official minutes must include the following: time and place of the meeting; a list of all attendees, including members, staff, and public observers; a summary of matters

discussed and conclusions reached; reference to reports issued or approved by the subcommittee; and a description of public participation, including verbal or written statements. The subcommittee chair must certify the accuracy of the minutes. Meeting summaries are available to the public and are posted on the RTCA web site at <http://www.rtca.org>.

a. Yearly, RTCA must provide information to FAA on its subcommittees, including, but not limited to the following: the number of meetings of each subcommittee; the total number of meetings; meeting attendance for FAA, other Government, and non-Government participants; the name and organizational affiliation of each RTCA committee/subcommittee member; report titles and dates; and dates of all meetings.

b. Appendix A provides a list of the current Special Subcommittees. These subcommittees must comply with all requirements and implementing regulations covered in section 10 of the FACA.

c. The NAC, PMC, TOC, DAC and Special Subcommittees formally and informally established subgroups of the committee, will handle their records in accordance with General Records Schedule 6.2, or other approved Agency records disposition schedule.

d. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. § 552(b), records, reports, transcripts, minutes or meeting summaries, and other documents are available for public inspection or purchase from RTCA. Copies of FAA documents are available to the public according to the fee schedule published in title 49, part 7, of the Code of Federal Regulations.

15. Filing Date. Renewal of the RTCA charter is effective from April 1, 2017.

Victoria Wassmer
Deputy Administrator (Acting)

Appendix A - Special Subcommittees

The following is a list of Special Subcommittees as of December 2016. To view the most current list of Special Subcommittees online, please visit:

[http://www.rtca.org/content.asp?pl=33&sl=108&contentid=108.](http://www.rtca.org/content.asp?pl=33&sl=108&contentid=108)

| | |
|--------|--|
| SC-135 | Environmental Testing |
| SC-147 | Traffic Alert & Collision Avoidance System (TCAS) |
| SC-159 | Global Positioning System (GPS) |
| SC-186 | Automatic Dependent Surveillance-Broadcast (ADS-B) |
| SC-206 | Aeronautical Information Services (AIS) Data Link |
| SC-209 | Air Traffic Control Radar Beacon System (ATCRBS & Mode S Transponder) |
| SC-213 | Enhanced Flight Vision Systems & Synthetic Vision Systems (EFVS/SVS) |
| SC-214 | Standards for Air Traffic Data Communication Services |
| SC-216 | Aeronautical Systems Security |
| SC-217 | Aeronautical Databases |
| SC-222 | Aeronautical Mobile-Satellite (R) Radiocommunication Service (AMS(R)S) |
| SC-223 | Aeronautical Mobile Airport Communication System |
| SC-224 | Airport Security Access Control Systems |
| SC-225 | Rechargeable Lithium Batteries & Battery Systems |
| SC-227 | Standards of Navigation Performance |
| SC-228 | Minimum Operational Performance Standards for Unmanned Aircraft Systems |
| SC-229 | 406 MHz Emergency Locator Transmitters (ELTs) |
| SC-230 | Airborne Weather Detection Systems |
| SC-231 | Terrain Awareness Warning Systems (TAWS) |
| SC-233 | Addressing Human Factors/Pilot Interface Issues for Avionics |
| SC-234 | Portable Electronic Devices |
| SC-235 | Non-Rechargeable Lithium Batteries |
| SC-236 | Standards for Wireless Avionics Intra-Communication System (WAIC) within 4200-4400 MHz |